National Association for Campus Activities
Position Description

Position Title: Coordinator of Volunteer Leadership Services

Supervision Received: Executive Director (until pending office restructure is finalized)

Supervision Exercised: None

Exemption Status: Exempt

Basic Function
The Coordinator of Volunteer Leadership Services is responsible for supporting and managing the association’s volunteer program. The Coordinator of Volunteer Leadership Services serves as the primary NACA Office contact for volunteer support and management both regionally and nationally, and, with appropriate volunteers, is responsible for all aspects of the volunteer program from recruitment through transitioning.

Position Duties & Responsibilities
- Provide staff support to the National Volunteer Development Team to implement procedures for the volunteer program offered by NACA.
- Develop volunteer job descriptions
- Recruit candidates
- Manage collection of volunteer agreements
- Develop training modules with appropriate teams
- Develop and schedule training with appropriate volunteers and staff
- Establish a volunteer recognition program including but not limited to volunteer gifts, onsite recognition, etc.
- Develop guidelines for staff/volunteer roles
- Create and coordinate volunteer evaluations and corresponding feedback
- Monitor transition of outgoing to incoming volunteers to respective positions
- Maintain Volunteer Manual and volunteer policy edits as approved by the Board of Directors.
- Manage the process of identification, appointment and management of volunteers for positions of the Association.
- Manage the NACA Higher Logic Community platform and assure its success in facilitating volunteer engagement.
- Assist in the development and implementation of strategic initiatives related to volunteer management.
- Maintain committee listing in Protech
- Maintain volunteer spreadsheet for internal office reference
- Other duties as assigned
**Required Skills & Experience**
Bachelor’s degree and volunteer management or appropriate related job experience
Organized and attentive to details
Excellent written and oral communication skills
Strong interpersonal skills and ability to work with a diverse variety of individuals
Intermediate to Advanced MS Office computer skills

**Preferred Skills & Experience**
Non profit volunteer management experience